INGHAM ISD

REQUEST FOR PROPOSAL
FOR
ADMINISTRATIVE SYSTEM(s)

February 2007

Prepared by *PLANTE & MORAN, PLLC*

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SECTION 1
BACKGROUND INFORMATION

1.0   BACKGROUND INFORMATION

1.1   GENERAL

The scope of this selection includes financial and human resource/payroll system(s) for Ingham ISD, along with East Lansing Public School District, Haslett Public Schools, and Okemos School District.   Ingham ISD currently handles a number of business services for Webberville Schools, so their key volumes are noted below with Ingham ISD's (please note that we ask for pricing with and without Webberville Schools for the ISD only option). The ISD is interested in looking at a separate ISD and District solution as well as a Consortium option. A number of factors are driving the desire for a new system, including:

- 6 The current systems are either a Legacy system or will require the purchase of additional hardware at a significant cost
- 6 The hardware for the existing system is failing
- 6 User requests for additional and/or enhanced functionality
- 6 Desire for graphical interface and/or web enabled applications

To give the respondents an idea of the participating districts' size, provided at the end of this section is a summary describing the ISD's demographics, transactional volumes and current Management Information System software and hardware.

The District intends to implement a new administrative system(s) which operates on industry standard hardware in late 2007/ early 2008. Therefore the proposed administrative software solution must meet the following criteria:

1. **A fully functioning and ready to implement solution meeting the Finance and Human Resource requirements outlined in this RFP by January 1, 2008.**

The vendor should completely explain within the body of the proposal how the vendor intends to address these criteria.

1.2 PRIMARY OBJECTIVE

The ISD and Local District's primary objective is to implement K12 Administrative System(s) which:

- 6 are packaged and commercially marketed,

- 6 are modular in design,

- 6 have a high level of integration between modules,

- 6 Can be deployed on a consortium scale in a single managed environment

- 6 Vendors, at **their option, may bid on specific sections only.**

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1.3 KEY VOLUMES

Ingham ISD

Item	Ingham ISD		East Lansing Public School District		Haslett Public Schools		Okemos Public Schools	
	Current	5-year Projected	Current	5-year Projected	Current	5-year Projected	Current	5-year Projected
District Budget (2006-2007)	$91 million WEB.*: $5.9 million for General and School Services Fund	Not available	$33.7 million	Not available	$26 million	$29 million	$50 million	$60 million
Number of Administrative Systems Users	Approx 50	50 - 75	60	60	12	30	55	55
Number of Students: (2006-2007 School Year) ▪ Elementary ▪ Middle School ▪ High School ▪ Special Education ▪ Alternative Education ▪ Adult Education ▪ Total	LEA: 47,087 ISD: 250 WEB: ▪ 341 ▪ 316 ▪ HS incl in MS ▪ Incl above ▪ 0 ▪ 0 ▪ 657	Not available	▪ 1,685 ▪ 520 ▪ 1,073 ▪ 132 ▪ 0 ▪ 0 ▪ 3,410	1.5% dec/yr ▪ 1,560 ▪ 482 ▪ 995 ▪ 125 ▪ 0 ▪ 0 ▪ 3,162	▪ 1,201 ▪ 628 ▪ 940 ▪ 0 ▪ 136 ▪ 0 ▪ 2,905	▪ 1,242 ▪ 620 ▪ 884 ▪ 0 ▪ 125 ▪ 0 ▪ 2871	▪ 1,730 ▪ 950 ▪ 1,400 ▪ 125 ▪ 0 ▪ 0 ▪ 4,205	▪ 1,730 ▪ 950 ▪ 1,400 ▪ 125 ▪ 0 ▪ 0 ▪ 4,205

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Item	Ingham ISD		East Lansing Public School District		Haslett Public Schools		Okemos Public Schools	
	Current	5-year Projected	Current	5-year Projected	Current	5-year Projected	Current	5-year Projected
General Ledger Accounts	17,092 WEB: 1,533	17,000 – 18,000	6,757	7,000	2,050	2,500	2,300	2,300
Journal Entries (annually)	Approx 1,115 (18,098 lines) WEB: 522	Will increase due to purchasing cards (1 per month - # of lines varies)	750	750	1,300	1,300	1,000	1,000
Accounts Payable Checks (annually)	8500 (expected to decline due to P-cards) WEB: 1,322	4,000 – 5,000	5,500	5,500	6,400	6,400	7,000	7,000
Vendors	7,200 WEB: 1,485	7,200 – 8000	16,000	Not available	2,200	2,200	5,000	3,000
1099's (annually)	110 WEB:7	100-125	25	30	8	8	60	60

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Item	Ingham ISD		East Lansing Public School District		Haslett Public Schools		Okemos Public Schools	
	Current	5-year Projected	Current	5-year Projected	Current	5-year Projected	Current	5-year Projected
Purchase Orders (annually)	3,125 (expected to decline due to P-cards) WEB: 293	1,500 – 2,000	2,600	2,300	1,400	1,400	2,500	3,000
Average Purchase Order Line Items	1 - 35 WEB: 1- 40	Not available	5-10	5-10	2	2	5 - 10	5 - 10
Employee Information: ▪ Administrators ▪ Teachers and Other Professionals ▪ Support Staff ▪ Part Time Staff ▪ W-2's (annually)	• 29 • 196 • 128 • up to 1,000 • 1,800 WEB: • 8 • 39 • 25 • Not. Avail • 131	Approx. the same	• 17 • 231 • 176 • 148 • 700	Not available	• 16 • 188 • 144 • 25 • 500	• 16 • 188 • 144 • 25 • 500	• 20 • 300 • 100 • 300 • 750	• 20 • 300 • 100 • 300 • 750

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Item	Ingham ISD		East Lansing Public School District		Haslett Public Schools		Okemos Public Schools	
	Current	5-year Projected	Current	5-year Projected	Current	5-year Projected	Current	5-year Projected
Cash Receipts (annually)	1,726 / 4,411 (does not include AR payments) WEB: 171	Approx. the same	2,800	3,000	4,600	4,600	3,000	3,200
Inventory Items	N/A- manual only	Not available	N/A	N/A	0	0	5,000	5,000
Fixed Asset Items	2,882 WEB: 133	Approx. the same	560	650	0	0	1,000	1,250
Number of Buildings: ▪ Elementary Schools ▪ Middle Schools ▪ High Schools ▪ Special Schools ▪ Public Library Facilities ▪ Other Buildings	▪ 0 ▪ 0 ▪ 0 ▪ 4 ▪ 0 ▪ 2 WEB: 1 ES, 1 MS/HS, 1 Other	Approx. the same	▪ 6 ▪ 1 ▪ 1 ▪ 0 ▪ 0 ▪ 2	▪ 6 ▪ 1 ▪ 1 ▪ 0 ▪ 0 ▪ 2	▪ 3 ▪ 1 ▪ 2 ▪ 0 ▪ 0 ▪ 2	▪ 3 ▪ 1 ▪ 2 ▪ 0 ▪ 0 ▪ 2	▪ 6 ▪ 2 ▪ 1 ▪ 0 ▪ 0 ▪ 4	▪ 6 ▪ 2 ▪ 1 ▪ 0 ▪ 0 ▪ 4

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Item	Ingham ISD		East Lansing Public School District		Haslett Public Schools		Okemos Public Schools	
	Current	5-year Projected	Current	5-year Projected	Current	5-year Projected	Current	5-year Projected
AR Invoices Processed	Aprox. 700	Not available	75	75	50	50	100	100
Payroll Checks	18,722	Not available	11,500	10,500	3,400 checks +7,750 direct deposits	3,400 checks +7,750 direct deposits	18,000	18,000

*Web. Indicates the key volumes for Webberville Schools that Ingham ISD processes.

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1.4 TECHNICAL INFORMATION

Question	Ingham ISD	East Lansing Public School District	Haslett Public Schools	Okemos Public Schools
Workstation standard	Hardware: ■ Processor: Intel Pentium 4 or Intel dual core for Mac running Parallels ■ Memory: 1 GB ■ Hard Drive: 40-80+ GB OS: Windows XP	Hardware: ■ Processor: Pent 3 866 / Pent 4 2.8 ■ Memory: 128MB / 256MB / 512 MB ■ Hard Drive: 10 GB/ 40GB OS: Win 98 / XP	Hardware: ■ Processor: Pentium 4 ■ Memory: 1 GB ■ Hard Drive: 40 GB OS: Windows XP SP2	Hardware: ■ Processor: 1.4 + ■ Memory: 256 MB + ■ Hard Drive: 40 MB + OS: Win 98/XP
Network operating system standard	■ Novell ■ Windows 2003	■ Novell	■ Novell ■ Suse Linux Server	■ Novell
What is your web browser standard?	■ Internet Explorer ■ Also use FireFox and Safari (Mac)	■ Internet Explorer 6.5	■ Internet Explorer 6.0	■ Internet Explorer 6 +

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Question	Ingham ISD	East Lansing Public School District	Haslett Public Schools	Okemos Public Schools
What "other" administrative system are being used ?	▪ Student: Skyward version 03.06.06.02.00	▪ Student – Centerpoint 7.1; PowerSchool effective 07/08	▪ Student: Skyward ▪ Food Service: Meal Magic 6.5 ▪ Library: Dynix Horizon 7.3 ASP	▪ Food Service: Bon Appetit version 4.25 ▪ Student: CIMS version 8.04 / SASI version 621.36 ▪ CIMS – Finance version 5.08, Payroll/EMS version 5.05, Warehouse/Inventory version 4.05
Communication infrastructure configuration?	▪ None with locals ▪ 1GB fiber between IISD on-campus main buildings, 100MB Ethernet to desktop (wired), 54MB to desktop (wireless)Ethernet to Evergreen modular classroom ▪ T1 to Malcolm Williams ▪ **NOTE: The ISD will be installing a fiber WAN that all Districts will connect to. The tentative ETA is July 2008.**	▪ 100 MB Ethernet / 1 GB fiber between buildings ▪ 10 MB Internet	▪ 1 GB leased fiber WAN between buildings	▪ GB Ethernet (fiber) to buildings ▪ 100 MB Ethernet to desktop

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Question	Ingham ISD	East Lansing Public School District	Haslett Public Schools	Okemos Public Schools
Current Administrative System hardware configuration?	▪ AS/400	▪ Alpha 1200 – 1 GB RAM, 27 GB RAID	▪ AS/400	▪ AS/400
Current communication infrastructure configuration used to support the Administrative Systems?	▪ 100MB Ethernet to desktop	▪ 10 MB Ethernet - Telnet	▪ 100MB ethernet to the desktop	▪ GB Ethernet (fiber) to buildings ▪ 100 MB Ethernet to desktop ▪ Rumba / Client Access

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SECTION 2
VENDOR PROPOSAL GUIDELINES

2.   GENERAL REQUIREMENTS

2.1   INTENT

It is the intent of **Ingham ISD and the Local Districts** (here after referred to as "Owner", also as "Consortium") to solicit proposals from qualified vendors for K12 Administrative System(s).

Vendors may respond to any or all sections. Vendors may also partner with another provider to supply a complete and turnkey solution. If your response contains proposed services or equipment from multiple providers, all responding parties must be clearly identified and a synopsis of the partner relationship as well as the party that will serve as the prime vendor/contact for the Consortium must be detailed. The Owner reserves the right to "unbundle" the responses and proceed with the provider deemed most suitable. The Owner is seeking the best solution(s) to meet its functional requirements and is open to both single vendor and best of breed solution(s).

2.2   DEADLINE FOR PROPOSALS

Six hardcopies and six CDs of the vendor's proposal must be submitted by **Wednesday, March 14th at 2pm Local Time.**

Five copies of the proposals and five CDs should be submitted to:

Helen McNamara, Director of Finance
Ingham Intermediate School District
2630 W. Howell Rd.
Mason, MI 48854

One hardcopy of the proposal and one CD should be submitted to:

Amy Sasina
Plante & Moran, PLLC
27400 Northwestern Hwy.
Southfield, MI 48034

All proposals must contain the wording **Ingham ISD K12 Administrative System(s)** on the envelope/package.

Bid shall be accompanied by a <u>sworn and notarized statement disclosing any familial relationship</u> that exists between the owner or any employee of the bidder and any member of the Board(s) of Education or superintendent(s). The Board(s) of Education shall not accept a Bid Proposal that does not include this sworn and notarized disclosure statement. <u>Familial Form must accompany your bid proposal.</u>

2.3   BID BONDS

Every bid shall be accompanied by either a certified check on a solvent bank or by a bond executed by a surety company authorized to do business in the State of Michigan. A 5 percent Bid Bond shall be required. Such check or bond shall name Owner as recipient. The amount of such bid bond or certified check shall be forfeited as liquidated damages, costs and expenses incurred by the Owner if the vendor, after given an award as successful vendor, shall fail within sixty days after the notice of such award to enter into appropriate contract with the Owner.

2.4   PERFORMANCE BONDS

The Owner will require the selected vendor(s) to provide a performance bond upon award of the contract. This bond shall be equal in amount to the Total Price to the Owner of purchased hardware, software, and services. The Surety of the bond shall remain in effect until all acceptances of purchased hardware, software, and services have been executed by the Owner. In the event that the vendor(s) fails to perform its obligations under any contract between the vendor(s) and the Owner, the bond shall be paid to the Owner. The vendor(s) further agrees to save and hold harmless Owner and agents from all liability and damages of every description in connection with any subsequent contracts.

2.5   BID CLARIFICATIONS

All inquiries regarding this proposal must be written and should be faxed or e-mailed to the contact below no later than **noon on Monday, March 5th:**

Ms. Amy Sasina
Plante & Moran, PLLC
27400 Northwestern Hwy.
Southfield, MI 48034
Fax: (248) 603- 5876
E-mail: Amy.Sasina@plantemoran.com

2.6   PROPOSAL FORMAT

To facilitate the comparison of vendor proposals, it is required that each proposal be organized into the following sections:

a) Company background and local branch organization support.

b) Description of application software.

c) Description of computers and other equipment, including network topology and components (where applicable).

d) Responses to all Applications Software Requirements (Section 3). Specific statements concerning those areas where the proposal differs from the specifications should be

presented. Software modification costs required should be estimated in Section 4 and summarized on the Bid Summary form in Section 4.

e)   General Information Questionnaire (see Section 4).

f)   Bid Summary and Equipment Overview (see Section 4).

g)   Vendor Reference Information (see Section 4).

h)   Qualifications of project personnel to be assigned to the project.

i)   Anticipated schedule for installation of equipment and software (see Section 4).

j)   Estimate of project hours (see Section 4).

k)   Proposal Summary Form (see Section 4).

l)   Bid Signature Form (see Section 4).

Additional information may be provided at the vendor's discretion.

2.7   INDIVIDUAL SECTIONS

It is the intent of the Owner to obtain a variety of proposals from as many qualified vendors as possible. To that end, the Owner has prepared a Request for Proposal that has been developed in Sections. It is not a requirement for each respondent to propose on all sections. If a vendor chooses to bid on only one section (i.e., Financial Applications), they must respond to that section in its entirety.   It should be noted that when a vendor bids on an individual section, the conditions of the Request for Proposal will be required. For example, warranty must be maintained for that section and not necessarily the system in its entirety (i.e., Financial Applications). It is, therefore, possible for a vendor to bid on any of the following sections, but they must respond to the questions and bid summary, familial disclosure, turnkey hardware/software requirements, etc.

2.8   CONFIDENTIAL INFORMATION

Information contained in the vendor's proposal which is company confidential must be clearly identified in the proposal itself. The Owner will be free to use all information in the vendor's proposal for the owner's purposes.

2.9   RIGHT TO REQUEST ADDITIONAL INFORMATION

The Owner reserves the right to request any additional information that might be deemed necessary after the completion of this document.

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2.10 RIGHT OF REFUSAL

Owner reserves the right to refuse any or all proposals in their entirety, or to select certain equipment or software products from various vendor proposals, based on the best interests of the Owner.

2.11 PROPOSAL PREPARATION COSTS

The vendor is responsible for any and all costs incurred by the vendor or his/her subcontractors in responding to this request for proposal.

2.12 SYSTEM DESIGN COSTS

The successful vendor shall be responsible for all design, information gathering, and required programming to achieve a successful implementation. This cost must be included in the base bid.

2.13 PRICING ELIGIBILITY PERIOD

All vendor proposal bids are required to be offered for a term not less than 120 calendar days in duration.

2.14 ADDITIONAL CHARGES

No additional charges, other than those listed on the price breakdown sheets, shall be made. Prices quoted will include verification/coordination of order, all costs for shipping, delivery to all sites, unpacking, setup, installation, operation, testing, cleanup and training.

2.15 TURNKEY SOLUTION

All prices quoted must include all the software, related hardware, etc. that will be necessary to make the system specified fully operational for the intent, function and purposes stated herein. ALL hardware and prerequisite software for the appropriately sized server environment proposed must be bid; no assumption should be made as to existing hardware or software licenses within the consortium wide-area or local district network environment. Vendor must also include a quote for out-of-the box installation and configuration of said equipment and software to make functional the proposed server environment.

2.16 FEDERAL OR STATE SALES, EXCISE, OR USE TAXES

The Consortium is tax exempt. Do not include Federal, State, or Local taxes in your bid price.

2.17 PURCHASE QUANTITIES

The Owner reserve the right to adjust upward by two (2) times, or downward by twenty-five (25%) percent, the quantities of items purchased without altering the unit purchase price upon award and throughout the contract period.

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2.18 CONTRACT REQUIREMENTS

The Owner considers this RFP legally binding and will require that this Request for Proposal and the resulting Vendor Proposal be included as addenda to any subsequent contracts between the vendor(s) and the Owner. It should be understood by the vendor(s) that this means that the Owner expects the vendor(s) to satisfy substantially all requirements and reports listed herein. Exceptions should be explicitly noted in the Vendor Proposals. Lack of exceptions explicitly noted in the Vendors Proposal will be considered acceptance of all of the specifications as presented in this RFP

Minimally, the contract must contain the following language and respective components:

A. **Identification of Parties to the Agreement Clause** - Both the Vendor and Owner shall be clearly identified by name. Neither of the identified parties to the Agreement shall assign or encumber any of its rights, or delegate or subcontract any of its duties defined in the Agreement, in whole or in part, to other third parties unless the other party to the Agreement gives prior written consent. Subject to the foregoing covenant against assignment and delegation, the rights created by the Agreement shall pass to the benefit of the identified party and the duties and obligations resulting from the Agreement shall bind the identified party and their respective successors and assignees.

B. **Entire Agreement Clause** - This Agreement, including appendices and referenced attachments, constitutes the entire Agreement between the Owner and Vendor and supersedes all proposals, presentations, representations, and communications, whether oral or in writing, between the parties on this subject.

C. **Agreement Extension and Modification Clause** - The Agreement may be modified or extended in accordance with the following procedures. In the event that all parties to the Agreement agree that such changes would be of a minor and non-material nature, such changes may be effected by a written statement which describes the situation and is signed, prior to the effectiveness, by all parties. In the event that the changes are determined by either or all parties to the Agreement to be of a major or complex nature, then the change shall be by formal amendment of the Agreement signed by the parties and made a permanent part of the Agreement.

D. **Term of the Agreement Clause** - The term of all licenses and support agreements shall be clearly identified in the contract, but shall not be for less than one (1) year from the effective date.

E. **Applicable and Governing Law Clause** - The Agreement shall be subject to all laws of the Federal Government of the United States of America and to the laws of the State of Michigan. All duties of either party shall be legally performable in Michigan. The applicable law for any legal disputes arising out of this contract shall be the law of (and all actions hereunder shall be brought in) the State of Michigan, and the form and venue for such disputes shall be of the appropriate Owner, county or justice court.

F. **Notices Clause** -All notices or communications required or permitted as a part of the Agreement shall be in writing (unless another verifiable medium is expressly authorized) and

shall be deemed delivered when:

1)   Actually received, or

2)   Upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the party, or

3)   If not actually received, 10 days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the respective other party at the address set out in the section of the Agreement titled "Identification of the Parties to the Agreement" or such other address as the party may have designated by notice or Agreement amendment to the other party, or

4)   Upon delivery by the Owner of the notice to an authorized Vendor representative while at Owner site.

Consequences to be borne due to failure to receive a notice due to improper notification by the intended receiving party of a new address will be borne by the intended receiving party.

2.19 SURVIVAL CLAUSE

All duties and responsibilities of any party which, either expressly or by their nature, extend into the future, shall extend beyond and survive the end of the contract term or cancellation of this Agreement.

2.20 FORCE MAJEURE CLAUSE

Timely performance is essential to the successful initial implementation and ongoing operation of the system described herein. However, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by force majeure.

2.20.1   Force Majeure Requisites

Force majeure shall not be allowed unless:

A. Within three (3) calendar days of the occurrence of force majeure, the party whose performance is delayed thereby shall provide the other party or parties with written notice explaining the cause and extent thereof, as well as a request for a time extension equal to the estimated duration of the force majeure events.

B. Within seven (7) calendar days after the cessation of the force majeure event, the party whose performance was delayed shall provide the other party written notice of the time at which force majeure ceased and a complete explanation of all pertinent events pertaining to the entire force majeure situation.

2.20.2   120-Day Maximum

Under no circumstances shall delays caused by a force majeure extend beyond one hundred-

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twenty (120) days from the scheduled delivery or completion date of a task, unless by prior [to the one hundred-twenty (120) days] written notice of permission of the other party. Failure to secure this written prior permission, even in the case of force majeure, shall constitute default by the party failing to meet the requirement.

2.20.3   Right of Cancellation

Either party shall have the right to cancel the contract Agreement if Force Majeure suspends performance of scheduled tasks by one or more parties for a period of one hundred-twenty (120) or more days from the scheduled date of the task. If a cancellation due to a Force Majeure occurs before title passes to the Owner, the Vendor may keep any parts of the system as it can salvage, but must remove same at its own expense. If cancellation occurs due to a Force Majeure after title passes to the Owner, the system shall remain with the Owner and the Vendor shall be entitled to any such payments as have accrued according to the payment schedule.

2.21   INCORPORATION BY REFERENCE

The Vendor shall supply software, equipment, training, and other related services adequate to accomplish the requirements as set forth in the Request for Proposals and the Vendor response to the Request for Proposals. Parties agree that where there is a conflict between terms of this Agreement and the information presented in the referenced documents, this Agreement shall take precedence. The parties also agree that where there is not a conflict between this Agreement and the information presented in the referenced documents, that all terms, conditions and offers presented in the Vendor's proposal shall herein be referenced to the Agreement and shall be binding upon all parties to the Agreement.

2.22   RISK DURING EQUIPMENT STORAGE AND INSTALLATION

Delivery shall be made in accordance with the implementation schedule referenced as part of this Agreement. It will be possible to allow for minor variances from this implementation schedule as mutually agreed upon by both parties and confirmed by prior written notice. The equipment shall be installed and placed into good working order by representatives of the Vendor. During the time period where the equipment is in transit and until the equipment is fully installed in good working order, the Vendor and its insurer shall be responsible for the equipment and relieve the Owner of responsibility for all risk or loss or damage to the equipment. In addition, Vendor shall hold the Owner and agents harmless from any risk of loss or damage arising out of occurrences during the installation of the equipment.

2.23   SHIPPING OF EQUIPMENT

All shipping and insurance costs to and from the site shall be included in the Vendor's proposal. All payments to shipping agents and for insurance fees shall be made directly by the Vendor. The Owner shall make no payments to any firm concerning the shipment, installation and delivery of equipment which is not a part of this Agreement and for which exact payments are not described. Vendor shall be responsible for all arrangements for the shipment and receipt of equipment to Owner' prepared site. Recognizing that Owner staff have little prior experience or training in this technology, the Vendor shall provide all properly trained representatives to unpack all items of

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equipment and place this equipment in the proper locations. The Vendor shall also be responsible for removal of all debris and packing materials from the site resulting from the installation of the equipment. The Owner, at its option, may require the Vendor to provide certificates describing, to the satisfaction of the Owner, evidence of proper (as required by the State of Michigan) worker's compensation and liability insurance for all Vendor staff and representatives involved in the installation of the computer equipment and software. The Owner shall be named as an additional insured and as the Certificate Holder for all work under this Agreement.

2.24   NON-WAIVER OF AGREEMENT RIGHTS

It is the option of any party to the Agreement to grant extensions or provide flexibilities to the other party in meeting scheduled tasks or responsibilities defined in the Agreement. Under no circumstances, however, shall any parties to the Agreement forfeit or cancel any right presented in the Agreement by delaying or failing to exercise the right or by not immediately and promptly notifying the other party in the event of a default. In the event that a party to the Agreement waives a right, this does not indicate a waiver of the ability of the party to, at a subsequent time, enforce the right. The payment of funds to the Vendor by Owner should in no way be interpreted as acceptance of the system or the waiver of performance requirements.

2.25   PATENTS, COPYRIGHTS, AND PROPRIETARY RIGHTS INDEMNIFICATION

The Vendor, at its own expense, shall completely and entirely defend the Owner from any claim or suit brought against the Owner arising from claims of violation of United States patents or copyrights resulting from the Vendor or the Owner use of any software, equipment, documentation, and/or data developed in connection with the services and products described in this Agreement. The Owner will provide the Vendor with a written notice of any such claim or suit. The Owner will also assist the Vendor, in all reasonable ways, in the preparation of information helpful to the Vendor in defending the Owner against this suit.

In the event that the Owner is required to pay monies, in defending such claims, resulting from the Vendor being uncooperative or unsuccessful in representing the Owner's interest, or in the event that the Owner is ordered to pay damages as a result of a judgment arising out of an infringement of patents and/or copyrights, Vendor agrees to fully reimburse for all monies expended in connection with these matters. The Owner retains the right to offset against any amounts owed Vendor any such monies expended by the Owner in defending itself against such claims.

Should a court order be issued against the Owner restricting the Owner's use of any product of a claim, and should the Vendor determine not to further appeal the claim issue, at the Owner's sole option the Vendor shall provide, at the Vendor's sole expense, the following:

A. Purchase for the Owner the rights to continue suing the contested product(s), or

B. Provide substitute products to the Owner which are, in the Owner's sole opinion, of equal or greater quality, or

C. Refund all monies paid to the Vendor for the product(s) subject to the court action. The Vendor shall also pay to the Owner all reasonable related losses related to the product(s) and for all

reasonable expenses related to the installation and conversion to the new product(s).

2.26   NONDISCRIMINATION BY VENDORS OR AGENTS OF VENDOR

Neither the Vendor nor anyone with whom the Vendor shall contract shall discriminate against any person employed or applying for employment concerning the performance of the Vendor responsibilities under this Agreement. This discrimination prohibition shall apply to all matters of initial employment, tenure and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, sex, religion, age, national origin, or ancestry. A breach of this covenant may be regarded as a default by the Vendor of this Agreement.

2.27   SUBCONTRACTORS

Vendors may use subcontractors in connection with the work performed under this Agreement. When using subcontractors, however, the Vendor must obtain written prior approval from the Owner for activities or duties to take place at the Owner site. In using subcontractors, the Vendor agrees to be responsible for all their acts and omissions to the same extent as if the subcontractors were employees of the Vendor.

2.28   EFFECT OF REGULATION

Should any local, state, or national regulatory authority having jurisdiction over the Owner enter a valid and enforceable order upon the Owner which has the effect of changing or superseding any term or condition of this Agreement, such order shall be complied with, but only so long as such order remains in effect and only to the extent actually necessary under the law. In such event, this Agreement shall remain in effect, unless the effect of the order is to deprive the Owner of a material part of its Agreement with the Vendor. In the event this order results in depriving the Owner of materials or raising their costs beyond that defined in this Agreement, the Owner shall have the right to rescind all or part of this Agreement (if such a rescission is practical) or to end the Agreement term upon thirty (30) days written prior notice to the Vendor. Should the Agreement be terminated under such circumstances, the Owner shall be absolved of all penalties and financial assessments related to cancellation of the Agreement.

2.29   PROJECT MANAGEMENT STAFF DESIGNATION

The Vendor understands that the successful installation, testing, and operation of the system that is the subject of this Agreement shall be accomplished by a cooperative effort. To most effectively manage this complicated process, the Vendor shall designate a single representative to act as an ex-officio member of the Owner project management team and who shall have the authority to act on behalf of the Vendor on all matters pertaining to this Agreement.
In the event that an employee of the Vendor is, in the opinion of the Owner, uncooperative, inept, incompetent, or otherwise unacceptable, the Vendor agrees to remove such person from responsibility in the project. In the event of such a removal, the Vendor shall, within fifteen (15) days, fill this representative vacancy as described above. Regardless of whom the Vendor has designated as the representative, the Vendor organization remains the ultimate responsible party for performing the tasks and responsibilities presented in this Agreement.

2.30   ASSIGNMENTS

Owner and the Vendor each binds themselves, their partners, successors, and other legal representatives to all covenants, agreements, and obligations contained in this Agreement.

2.31   VENDOR AS INDEPENDENT CONTRACTOR

It is expressly agreed that the Vendor is not an agent of Owner but an independent contractor. The Vendor shall not pledge or attempt to pledge the credit of Owner or in any other way attempt to bind the Owner.

2.32   INSURANCE

The Vendor must have adequate insurance, for damage or loss, for all equipment and other valuables, until such time as the Owner receives good and clear title. In defining insurance coverage, the Vendor shall secure full replacement value for the system without the requirement that the Owner be responsible for any payments or deductibles. In the event that it is necessary to make a claim under this policy, any funds received by the Vendor shall be used to secure replacement software and equipment for the Owner.

The Vendor agrees to hold harmless and defend the Owner and its agents, officials and employees from any liability, claim or injury, related to or caused by fault or negligence of Vendor employees or subcontractors. In order to demonstrate this responsibility, the Vendor shall furnish the Owner with evidence of valid comprehensive general liability insurance coverage in the amount of one million dollars ($1,000,000) for each occurrence for personal injury (including death or dismemberment) and property damage related to or resulting from shipping, installation, operation or removal of the proposed automated system. The insurance policy shall make clear this coverage of the Owner installation. The insurance policy shall be initiated prior to the installation of the system and maintained until final acceptance of the system by the Owner according to the prescribed procedures. The Vendor shall furnish to the Owner a copy of the insurance policy and all subsequent changes or updates.

2.33   WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE

The Owner has presented detailed technical specifications of the particular purpose for which the software and equipment is intended. The Owner has provided detailed descriptions and criteria of how the system can be defined to accomplish particular purpose. The Owner has also defined the exact procedures and techniques to be employed in testing whether the system has achieved the defined performance of this particular purpose. Given this advanced preparation concerning, and documentation about the Owner's particular purpose, the Vendor at the time this Agreement is in force has (1) reason and opportunity to know the particular purpose for which products are required, and (2) that the Owner is relying on the Vendor's experience and knowledge of these products to provide those which are most suitable and appropriate. Therefore, the Vendor warrants that the system is fit for the purposes for which it is intended as described in this document.

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2.34   WARRANTY

The Vendor warrants that all components provided under this Agreement, whether installed initially or under subsequent purchase orders, shall be: newly manufactured equipment or assembled from newly manufactured parts; approved by Underwriter's Laboratories; and, will be free from defects in workmanship or material for a period of 12 months (365 calendar days) from the date of final system acceptance. During this 12 month warranty period, the Vendor shall furnish all replacement new parts, shipping costs, repaired parts, service labor, travel costs, and other repair costs at no cost to the Owner. At the conclusion of the warranty period, the Owner will consider Vendor support under a separate maintenance agreement.

2.35   FINAL ACCEPTANCE OF THE SYSTEM

The system proposed shall be defined to be finally accepted by Owner after the installation of the software, equipment, training, and successful completion of the following performance examinations: system hardware examination, performance examination, system functional competence examination, system capacity examination, full-load processing capacity examination, system availability examination, training, and system documentation. The Owner and its consultants shall be the sole judge of whether all conditions for final acceptance criteria have been met.

2.36   STANDARD FORMS AND CONTRACTS

Any forms and contracts the vendor(s) proposes to include as part of any agreement resulting from this bid between the vendor(s) and the Owner must be submitted as part of the proposal. Any forms and contracts not submitted as part of the bid and subsequently presented for inclusion may be rejected. This requirement includes, but is not limited to, the following types of forms: subcontractor, franchise, warranty agreements, maintenance contracts, and support agreements.

2.37   NON-COLLUSION COVENANT

The Vendor hereby represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of this Agreement. In addition, the Vendor agrees that a duly authorized Vendor representative will sign a non-collusion affidavit, in a form acceptable to Owner, that the Vendor firm has received from Owner no incentive or special payments, or considerations not related to the provision of automation systems and services described in this Agreement (see Bidder Response Form).

2.38   ADVERTISEMENT

The laws of the State of Michigan, Owner purchasing policies and the legal advertisement for contractors and purchases, are made a part of any agreement entered into the same respect as if specifically set forth in that agreement.

2.39   SELECTION CRITERION

The Owner intends to enter into a long term relationship with a well-established vendor whose products, features, design philosophy and support policies come closest to meeting the Owner's

needs. The selected vendor must be a well-established, financially stable firm committed to technology for school Owners, will have a commitment to attracting and retaining an excellent staff of technical and product support personnel, and will have a proven track record of support from installation planning through implementation and ongoing use. There should also be evidence of responsiveness to clients' suggestions for improvements. Finally, there must be a good fit between vendor staff and the Owner's staff to assure a good working relationship.

The Vendors will be evaluated based on the following selection criteria:

2.39.1   Compliance to Specifications (30%)
- a)   Technical Requirements
- b)   Implementation Support
- c)   Proposal Requirements
     1. Bid bond
     2. Submission deadline compliance
     3. Application Requirements
     4. Proposal format
     5. Bid summary
     6. Completeness of information supplied
     7. Complete "bill of material"

2.39.2   Availability of Quality Systems (10%)
- a)   Hardware
     1.   Flexible
     2.   Robust
     3.   Easy to learn and use
     4.   Works well with other systems
     5.   Easy to customize
- b)   Availability of Future Enhancements

2.39.3   Implementation Support (20%)
- a)   Commitment of Local Personnel
- b)   Implementation Time Frame
- c)   Availability of Local Off-site Development Support
- d)   Technical Training
- e)   User Training

2.39.4   Operations Support (10%)
- a)   Availability of Support Personnel
     1.   Local support
     2.   Proven responsiveness
     3.   Response time guarantees

- b)   Operational Guarantees
     1.   Overall system availability
     2.   Real-time response time

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c)   Internal Organization
        1.   Size
        2.   Reputation
        3.   Specialization
        4.   Financial viability

d)   Availability of Comprehensive Documentation
        1.   User procedures
        2.   System administration
        3.   System documentation

2.39.5   Experience (10%)
a)   Overall Experience
b)   Local Experience
c)   Vertical Market Experience
d)   Turnkey Solution

2.39.6   Cost (20%)
a)   Initial System Price and Implementation Fees
b)   Annual Support Fees
c)   Ongoing Operation
d)   Maintenance Costs
e)   Payment Terms

2.40   SPECIAL NOTES

Failure to include in the proposal all information outlined above may be cause for rejection of the proposal.

The Owner reserves the right to accept the vendor's replacement of any component if it is considered equal or superior to the specifications. Such acceptance will be in writing.

2.41   PAYMENT TERMS

It is the intent of the Owner to negotiate a payment schedule based upon the following milestones:

A. Contract Initiation
B. Installation
C. Acceptance Testing
D. Retainage - 90 days from Live Systems Operation

2.41.1   Outright Purchase

Provide total outright purchase price of the total base bid proposal.

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2.41.2   Leasing

The Owner may wish to pursue leasing as a method of securing the proposed system. Leasing rates may be requested of the finalist bidder(s) before a final decision is made.

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**SECTION 3
APPLICATION SYSTEMS REQUIREMENTS**

3.0   APPLICATION SOFTWARE REQUIREMENTS

This section contains the application specifications for each desired data management system application module.

Section	Application
3.1	General Requirements
3.2	Report Writer
3.3	General Ledger
3.4	Budget Preparation/Budgeting
3.5	Accounts Payable
3.6	Payroll
3.7	Cash Receipts
3.8	Personnel/Human Resources
3.9	Purchasing/Requisitioning
3.10	Fixed Assets
3.11	Inventory Management
3.12	Accounts Receivable & Invoicing

In each of the above subsections, the **most critical** requirements for each application are presented in the following format:

- Key System Requirements
- Principal Reports

We believe that the majority of the requirements identified for these applications can be met by packaged software products with a minimum of software modification.

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Each vendor should review the specifications and reports listed in each subsection and respond as to their availability within their software system. Vendors, at their option, may bid on specific sections only. The responses should be entered into the attached Excel spreadsheet under the **"Vendor Response"** column of the attached functional specification as follows:

Y   If specification/report is available as a standard feature of the software

M   If specification/report is available through modification to the software

R   If specification/report is available through report writer use

F   If specification/report is not available now, but is guaranteed to be available in a future release of the software within one year

N   If specification/report is not available

Please return a copy of these files **in Excel format** on disk with your proposal.

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SECTION 4
PROPOSAL FORMS

4.0   PROPOSAL FORMS

This section contains various forms that should be prepared and submitted along with the proposals. The intent of providing such forms is to ensure comparability between proposals. Included in this section are the following forms:

4.1   Vendor Background Questionnaire
4.2   Customer Reference Information
4.3   Proposal Summary Form
4.4   Familial Relationship Affidavit
4.5   Non-Collusion Affidavit

Consortium and Individual District Options
4.6   Bid Summary
4.7   Analysis of Disk Requirements
4.8   Estimate of Project Hours
4.9   Bid Signature Form

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4.1   VENDOR BACKGROUND QUESTIONNAIRE

1. Please state the date your company started in the business of selling K-12 targeted
    software applications.

    _____

2. Will your company agree to provide a 90-day time period from the date the software is
    loaded and set-up by company, to allow a trial period to ensure that the computers and
    the software are operational and compatible, before payment is rendered?

            Yes: ___   No: ___

3. Where is your closest support facility/sales office?

    _____

    Where is your headquarters office?

    _____

4. The customer requests that your company agree to a one year warranty. The warranty
    period would start on the day of final approval for payment, after the system is installed
    and functioning properly, and after the customer's authorized representative and
    consultants have tested and approved the system. Do you agree with this condition?

            Yes: ___   No: ___

5. If you do not agree, what is the longest time that your company would agree to an "on-
    site" warranty?

    _____

6. If a performance bond is required of the finalist, will you comply?

            Yes: ___   No: ___

7. Is your company an equal opportunity employer?

            Yes: ___   No: ___

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8. If the customer purchases application software from your company, will a copy of the source code be provided?

               Yes: ___   No: ___

If not, will the source code be placed in escrow?

               Yes: ___   No: ___

9. How many total employees does your company have? _____

How many software support staff are available over the phone to troubleshoot problems?_____

How many staff members will be dedicated to on-site training for this project? _____

10. Please list your company's annual sales for:

    2006 $ _____

    2005 $ _____

    2004 $ _____

11. Can your company provide document imaging technology and support?

               Yes: ___   No: ___

12. What brand name(s) or vendor(s) imaging software do you interface with?

_____

_____

13. Are all items quoted F.O.B. delivered, freight prepaid and allowed?

               Yes: ___   No: ___

14. From the time a contract is signed, what is your guaranteed delivery timetable in days for:

Software? _____
Hardware and printers? _____

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15. Please describe your service level agreement -

16. Please describe your support model (i.e. telephone, internet) -

17. During what hours is support provided?

18. Are support calls included in annual maintenance fees, or charged on a per call basis? If on a per call basis, please specify rates and billing method.

19. Do you have a toll free support line?

      Yes: ___   No: ___

20. What is your average response time (hours) for a telephone response to an initial service call ? _____

  _

  What is your guaranteed maximum response time (hours)?_____

21. What are your hours of operation (in the Eastern Time zone)?_____

22. State how many K12 educational application software installations your company has completed:

    Michigan: _____

    Nationally: _____

23. What hardware platform(s) does your application software run on?_____

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24. What Operating System(s) does your software run under?_____

25. Will you guarantee that the system will maintain a 3-second maximum response time under all circumstances?

        Yes: __   No: __

26. Will you guarantee that the system will operate at least 95% of the time during the first two years of operation?

        Yes: __   No: __

27. Are you committed to supporting the above operating system and hardware platform(s) for the foreseeable future?

        Yes: __   No: __

28. What hardware platforms will your software run on in the future?_____

29. What is your cost for implementation assistance <u>beyond</u> that which is included in your bid?

        $_____/hour

30. Will you serve as the primary contractor and take responsibility for coordinating the efforts of any/all third parties?

        Yes: __   No: __

31. State how long the proposed software system has been offered on the market.

_____

32. Will you provide Application Software Users' Manuals for all modules, including <u>custom</u> modifications?

        Yes: __   No: __

33. Is all application software provided and supported by your company?

        Yes: __   No: __

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If NO, list vendor(s) who provide the software: _____

34. Will your company provide, at no additional cost to the ISD (beyond the cost of the
support agreement), enhanced versions of your application software as they are
developed and update any source codes in escrow accordingly?

        Yes: __   No: __

35. Can you provide remote diagnostics via modem into a system located at the ISD?

        Yes: __   No: __

36. In what programming language is your software written? _____

37. To which office automation packages can your software download?

Word Processing   _____

Database Mgt.   _____

Other:_____

38. Does your software operate with/under a relational database that also provides
query/report customization capabilities?

        Yes: __   No: __

    Which database brand(s)?_____

39. Please provide an overview of you organizations product plans to comply with current
and proposed GASB accounting and reporting standard changes.

_____

_____

40. Please provide an overview of your organizations product plans to comply with the
Schools Interoperability Framework (SIF) standards.

_____

_____

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41. Are the system backup/restore processes defined?

       Yes: ___   No: ___

42. Will notification of any backup requirements prior to release of enhances (i.e., java or OS) be provided?

       Yes: ___   No: ___

43. Will the system include consideration for output formats on name and address fields to filter special characters, spaces and special abbreviations adhering to US Mailing standards?

       Yes: ___   No: ___

44. Please provide an overview of your disaster recovery policies and plans.

45. Please provide an overview of your security policies.

46. Please provide an overview of your service level agreements.

47. Please provide an overview of your data conversion process and requirements.

48. Please provide an overview of your research and development processes.

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49. Please describe your user groups in Michigan and Nationally, including their regular activities.

50. Please provide your complete reference list.

Security

51. How does the system support user authentication?

52. At what system levels is security assigned (menu, screen, record, field)?

53. What security options are available (read, write, update, add/delete, no-print, etc.)?

54. Does your system support multiple security levels by user id?
Yes: ___   No: ___

55. Are security levels assigned by user, group, or other?

56. At what intervals is the user required to change his/her password?

57. What added features does the system provide for detection/prevention of system intrusion?

58. What tools are available for monitoring system changes (file updates, transactions, etc.)?

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Hosting – Only respond if you are proposing a hosted solution

59. Will your company host the solution, or will this be managed by a third party?

60. Where are your data center and data storage facilities located?

61. Describe the physical security of the data center.

62. Are all employees who are allowed access to infrastructure housed in the data center screened and bonded?

        Yes: ___   No: ___

63. Please supply a copy of your Independent Service Auditor's Opinion Letter from your most recent SAS70 audit.

64. How are hosted software applications deployed for use by numerous districts (dedicated servers for each hosted customer, or is a single set of applications utilized for all districts)?

65. Describe your systems administration/management capabilities including monitoring of performance measures, intrusion detection, and error resolution.

66. Please describe your firewall security (technology, failover) and data encryption capabilities.

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67. Please describe your data back-up, restore and disaster recovery capabilities.

68. Please provide specifications of hardware, network operating system that will be used to run this application.

69. What steps are taken to ensure uptime per SLA for the application in the event of a hardware, system or power failure?

70. Please provide detailed information on communications provider for Internet connection service, including ownership of lines and performance guarantee of the bandwidth connection.

71. Please explain how monthly billing statements are generated.

72. Would you consider a collocation / cohosting the proposed solution at a previously selected data center?

       Yes: ___   No: ___

73. Please provide the following recommendations for the proposed solution:

    a. What is the recommended internet connection/bandwidth? _____

    b. What is the recommended desktop environment? _____

    c. What other desktop environments (if any) are supported? _____

74. The ISD is considering various ways to collaborate with the local districts, including providing collaborative processing (i.e. Ingham ISD would be the business office for a local district, or may just provide Accounts Payable processing). Please identify how your solution will enable the ISD to provide collaborative processing. If you have this in action in other ISDs or Districts, please provide examples.

4.2 CUSTOMER REFERENCE INFORMATION

Please provide customer references of clients, similar in size and processing volume, with installed modules similar to those requested and who have been using the software for at least two (2) years.

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4.2.a   Customer Reference Information

Vendor Name: _____   **Enrollment :** _____

Customer Name: _____

Customer Contact: _____

Customer Phone Number: _____

Equipment configuration (briefly describe each system's device quantities, and list characteristics such as size, speed, and capacity):

Installed application systems (briefly describe):

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4.2.b   Customer Reference Information

Vendor Name: _____   **Enrollment :** _____

Customer Name: _____

Customer Contact: _____

Customer Phone Number: _____

Equipment configuration (briefly describe each system device quantities, and list characteristics such as size, speed, and capacity):

Installed application systems (briefly describe):

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4.2.c   Customer Reference Information

Vendor Name: _____   **Enrollment :** _____

Customer Name: _____

Customer Contact: _____

Customer Phone Number: _____

Equipment configuration (briefly describe each system device quantities, and list characteristics such as size, speed, and capacity):

Installed application systems (briefly describe):

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4.2.d   Customer Reference Information

Vendor Name: _____   **Enrollment :** _____

Customer Name: _____

Customer Contact: _____

Customer Phone Number: _____

Equipment configuration (briefly describe each system's device quantities, and list characteristics such as size, speed, and capacity):

Installed application systems (briefly describe):

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4.2.e Customer Reference Information

Vendor Name: _____   **Enrollment :** _____

Customer Name: _____

Customer Contact: _____

Customer Phone Number: _____

Equipment configuration (briefly describe each system's device quantities, and list characteristics such as size, speed, and capacity):

Installed application systems (briefly describe):

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4.3   PROPOSAL SUMMARY FORM

Bidders are to mark either the Comply, Exception, or Not Comply column. Comply indicates the bidder understands and agrees to comply fully. Exceptions must be fully explained on the bottom portion of this page. The Owner reserves the right to reject any proposal for non-compliance with one or more of the specifications.

Section	Requirement	Comply	Exception	Not Comply
SECTION II – GENERAL TERMS AND CONDITIONS				
2.1	Intent			
2.2	Deadline for Proposals			
2.3	Bid Bonds			
2.4	Performance Bonds			
2.5	Bid Clarifications			
2.6	Proposal Format			
2.7	Individual Sections			
2.8	Confidential Information			
2.9	Right to Request Additional Information			
2.10	Right of Refusal			
2.11	Proposal Preparation Costs			
2.12	System Design Costs			
2.13	Pricing Eligibility Period			
2.14	Additional Charges			
2.15	Turnkey Solution			
2.16	Federal or State Sales, Excise, or Use Taxes			
2.17	Purchase Quantities			
2.18	Contract Requirements			
2.19	Survival Clause			
2.20	Force Majeure Clause			
2.20.1	Force Majeure Requisites			

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Section	Requirement	Comply	Exception	Not Comply
2.20.2	120-Day Maximum			
2.20.3	Right of Cancellation			
2.21	Incorporation by Reference			
2.22	Risk During Equipment Storage and Installation			
2.23	Shipping of Equipment			
2.24	Non-Waiver of Agreement Rights			
2.25	Patents, Copyrights, and Proprietary Rights Indemnification			
2.26	Nondiscrimination by Vendors or Agents			
2.27	Subcontractors			
2.28	Effect of Regulation			
2.29	Project Management Staff Designation			
2.30	Assignments			
2.31	Vendor as Independent Contractor			
2.32	Insurance			
2.33	Warranty of Fitness for a Particular Purpose			
2.34	Warranty			
2.35	Final Acceptance of the System			
2.36	Standard Forms and Contracts			
2.37	Non-Collusion Covenant			
2.38	Advertisement			
2.39	Selection Criterion			
2.39.1	Compliance to Specifications			
2.39.2	Availability of Quality Systems			
2.39.3	Implementation Support			
2.39.4	Operations Support			

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Section	Requirement	Comply	Exception	Not Comply
2.39.5	Experience			
2.39.6	Cost			
2.40	Special Notes			
2.41	Payment Terms			
2.41.1	Outright Purchase			
2.41.2	Leasing			
SECTION III – APPLICATION SYSTEMS REQUIREMENTS				
3.0	Application Software Requirements			
3.1	General Specifications			
3.2	Report Writer			
3.3	General Ledger			
3.4	Budget Prep/Budgeting			
3.5	Accounts Payable			
3.6	Payroll			
3.7	Cash Receipts			
3.8	Personnel/Human Resources			
3.9	Purchasing/Requisitioning			
3.10	Fixed Assets			
3.11	Inventory Management			
SECTION IV – PROPOSAL FORMS				
4.0	Proposal Forms			
4.1	Vendor Background Questionnaire			
4.2	Customer Reference Information			
4.3	Proposal Summary Form			
4.4	Familial Relationship Affidavit			
4.5	Non-Collusion Affidavit			

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Section	Requirement	Comply	Exception	Not Comply
4.6	Bid Summary			
4.7	Analysis of Disk Requirements			
4.8	Estimate of Project Hours			
4.9	Bid Signature Form			

Authorized Signature*: _____ Date: _____

Title: _____ Phone: _____

* Authorized Signature must be an individual who has authority to bind the Corporation in contractual agreement.

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4.5   FAMILIAL RELATIONSHIP AFFIDAVIT

*THE AFFIDAVIT SET FORTH BELOW MUST BE EXECUTED ON BEHALF OF
THE VENDOR AND FURNISHED WITH EVERY BID*

FAMILIAL RELATIONSHIP AFFIDAVIT

STATE OF: _____

COUNTY OF: _____

_____ *, being duly sworn, deposes and says he/she is the*

_____

_____   **(Name)**

                                                 (Title)

of _____ , the bidder which has submitted,

    (Company)

to **Ingham Intermediate School District & Consortium** a proposal for **Administrative**

System Selection Solution that states that there is NO familial relationship between the

owner or any employee of above Company and any member of the Board of Education or

the Superintendent of **Ingham Intermediate School District, East Lansing Public School**

District, Haslett Public Schools, or Okemos Public Schools, said exceptions being as

follows:

_____

___

                          (If no exceptions, please state)

                                                 _____

___

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(Affiant)

SWORN TO and subscribed before me, a Notary Public, in and for the above named State

and County this _____ day of _____ , _____.

_____

(Notary Public)

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4.9 NON-COLLUSION AFFIDAVIT

THE AFFIDAVIT SET FORTH BELOW MUST BE EXECUTED ON BEHALF OF THE VENDOR AND FURNISHED WITH EVERY BID

NON-COLLUSION AFFIDAVIT

STATE OF: _____

COUNTY OF: _____

TAX ID NUMBER: _____

_____, being duly sworn, deposes and says he/she is the _____ **(Name)**
 (Title)

 of _____, the bidder which has submitted,
  (Company)

to **Ingham Intermediate School District & Consortium** a proposal for **Administrative**

System Selection Solution, as fully set forth in said proposal and that except as specified

below, the aforementioned bidder constitutes the only person, firm or corporation having any

interest in said bid or in any contract, benefit or profit which may, might or could accrue as a

result of said proposal, said exceptions being as follows:

_____

(If no exceptions, please state)

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Affiant further states that said proposal is, in all respects, fair and is submitted without

collusion or fraud; and that no member of **Ingham Intermediate School District, East**

Lansing Public School District, Haslett Public Schools, or Okemos Public Schools is

directly or indirectly interested in said bid.

___

_____

(Affiant)

SWORN TO and subscribed before me, a Notary Public, in and for the above named State and

County this _____ day of _____, _____.

___

_____

(Notary Public)

NOTE: A bid bond, cashiers or certified check, in lieu thereof, MUST be executed and
furnished with each bid.

OPTION A - CONSORTIUM
(ISD [with Webberville], EAST LANSING,
HASLETT AND OKEMOS)

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4.6 BID SUMMARY

The following is a form to be completed by the vendor to propose their pricing for the Information System described in this RFP.

Name of Company _____

Proposed Software Brand Name _____

Name of Proposal Preparer _____

Phone (Number) _____

Proposed Operating System and Release Number _____

Proposed Hardware Processor Make and Model Number _____

Proposed Database and Release Number _____

Disk and Memory Capacity Quoted _____

Fax Number _____

E-mail Address _____

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a)   <u>**Hardware/Capacity Expansion**</u>

Please include below the description(s), capacities, and costs of the server and miscellaneous hardware or processor expansions required to accommodate the Vendor(s) applications and on-line history.

Hardware	Description/ Capacity	Unit Purchase Price	X Number Of Units	= Total Initial Purchase Price	Annual Maintenance / Support License
Server/ Processor		$		$	$
Back-up Tape Drive					
Uninterruptible Power Supply					
Communication Controller(s)					
Other:					
Subtotal		$		$	$

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b)   <u>**Application Software**</u>

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

Application Software	Purchase or Lease Price	+ Required Modifications	= Total Initial Purchase Price	Annual Maintenance / Support License
Report Writer	$	$	$	$
General Ledger				
Budget Preparation / Budgeting				
Accounts Payable				
Payroll				
Cash Receipts				
Personnel / Human Resources				
Purchasing / Requisitioning				
Fixed Assets				
Inventory Management				
Accounts Receivable & Invoicing				
Other				
Subtotal	$	$	$	$
Source Code	$		$	$

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c) Other Software

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

	Required Quantity	X Unit Purchase or License Price	= Extended Initial Purchase Price	Annual Maintenance / Support License
Operating System	$	$	$	$
Utilities				
Relational Database				
Emulation Software				
Other[1]:				
Subtotal – Software	$	$	$	$

d) Software Services

	Proposed Total Hours	X Hourly Rate	= Extended Cost
Training			
Application Software		$	$
Other Software			
Database Conversion (minimum of 5 years of historical data):			
Chart of Accounts			
Employee Master Files			
Vendor Master Files			
Inventory & Commodity Files			
Fixed Assets Master Files			
Installation/Delivery			
Implementation Assistance			
Travel & Lodging			
Other:_____			
Subtotal – Services		$	$
GRAND TOTAL – **Hardware, Software & Services**		$	$

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(1)   List and price separately all other software required to support the system.

e) Add / Alternates

Vendors are to provide costs for the following items and should include descriptions of these items in their proposal and executive summary.

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

Add/Alternate 1: Document Imaging System

	Initial Purchase Price	Annual Maintenance / Support License
Hardware	$	$
Software		
Utilities		
Training		
Installation/Delivery		
Implementation Assistance		
Travel/Lodging		
Other:		
Total:		

Add/Alternate 2: Workflow

	Initial Purchase Price	Annual Maintenance / Support License
Hardware	$	$
Software		
Utilities		
Training		
Installation/Delivery		
Implementation Assistance		
Travel/Lodging		
Other:		
Total:		

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moran

4.7   ANALYSIS OF DISK REQUIREMENTS SUMMARY

<u>Application Software</u>   **Total Disk
Requirement**

<u>Other Software</u>   **_____ MB**

                                                                          MB
TOTAL DISK FILE REQUIREMENTS   MB

4.8   ESTIMATE OF PROJECT HOURS

WEEK

Task/Activity	Vendor/User Hours	Resp	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
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4.9   BID SIGNATURE FORM

The undersigned declares that he/she has carefully examined all the items of the Specifications and Instructions and that he/she fully understands the requirements of the same.

Bids shall include installation as specified, and the successful bidder shall obtain all required permits and pay fees for the Consortium.

Bids shall state completion time and/or
date: _____

State warranty or
guarantees: _____

Make or model, where
applicable: _____

State
terms: _____

   Bids to include any shipping charges F.O.B. destination

   Proposal: **K12 Administrative System(s)**

$ _____ $ _____
(Total Price Written)   (Total Figure)

Firm Name: _____   Date: _____

Address: _____

_____

Telephone: _____

Signature: _____
                    (Person executing bid and official capacity)

_____

(Names of principal officers: (If partnership or assumed name,
  designate official capacity)   indicate name of owners)

OPTION B - CONSORTIUM
(ISD [NOT with Webberville], EAST LANSING, HASLETT AND OKEMOS)

4.6 BID SUMMARY

The following is a form to be completed by the vendor to propose their pricing for the Information System described in this RFP.

Name of Company _____

Proposed Software Brand Name _____

Name of Proposal Preparer _____

Phone (Number) _____

Proposed Operating System and Release Number _____

Proposed Hardware Processor Make and Model Number _____

Proposed Database and Release Number _____

Disk and Memory Capacity Quoted _____

Fax Number _____

E-mail Address _____

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a) <u>**Hardware/Capacity Expansion**</u>
Please include below the description(s), capacities, and costs of the server and miscellaneous hardware or processor expansions required to accommodate the Vendor(s) applications and on-line history.

Hardware	Description/ Capacity	Unit Purchase Price	X Number Of Units	= Total Initial Purchase Price	Annual Maintenance / Support License
Server/ Processor		$		$	$
Back-up Tape Drive					
Uninterruptible Power Supply					
Communication Controller(s)					
Other:					
Subtotal		$		$	$

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moran

c) <u>**Application Software**</u>

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

Application Software	Purchase or Lease Price	+ Required Modifications	= Total Initial Purchase Price	Annual Maintenance / Support License
Report Writer	$	$	$	$
General Ledger				
Budget Preparation / Budgeting				
Accounts Payable				
Payroll				
Cash Receipts				
Personnel / Human Resources				
Purchasing / Requisitioning				
Fixed Assets				
Inventory Management				
Accounts Receivable & Invoicing				
Other				
Subtotal	$	$	$	$
Source Code	$		$	$

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c) Other Software

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

	Required Quantity	X Unit Purchase or License Price	= Extended Initial Purchase Price	Annual Maintenance / Support License
Operating System	$	$	$	$
Utilities				
Relational Database				
Emulation Software				
Other[1]:				
Subtotal – Software	$	$	$	$

d) Software Services

	Proposed Total Hours	X Hourly Rate	= Extended Cost
Training			
Application Software		$	$
Other Software			
Database Conversion (minimum of 5 years of historical data):			
Chart of Accounts			
Employee Master Files			
Vendor Master Files			
Inventory & Commodity Files			
Fixed Assets Master Files			
Installation/Delivery			
Implementation Assistance			
Travel & Lodging			
Other:_____			
Subtotal – Services		$	$
GRAND TOTAL – **Hardware, Software & Services**		$	$

(1)   List and price separately all other software required to support the system.

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e) Add / Alternates

Vendors are to provide costs for the following items and should include descriptions of these items in their proposal and executive summary.

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

Add/Alternate 1: Document Imaging System

	Initial Purchase Price	**Annual Maintenance / Support License**
Hardware	$	$
Software		
Utilities		
Training		
Installation/Delivery		
Implementation Assistance		
Travel/Lodging		
Other:		
Total:		

Add/Alternate 2: Workflow

	Initial Purchase Price	**Annual Maintenance / Support License**
Hardware	$	$
Software		
Utilities		
Training		
Installation/Delivery		
Implementation Assistance		
Travel/Lodging		
Other:		
Total:		

plante
moran

4.7   ANALYSIS OF DISK REQUIREMENTS SUMMARY

Application Software	**Total Disk Requirement**

Other Software	**MB**

	MB
TOTAL DISK FILE REQUIREMENTS	MB

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moran

4.8 ESTIMATE OF PROJECT HOURS

WEEK

Task/Activity	Vendor/User Hours	Resp	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
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4.9   BID SIGNATURE FORM

The undersigned declares that he/she has carefully examined all the items of the Specifications and Instructions and that he/she fully understands the requirements of the same.

Bids shall include installation as specified, and the successful bidder shall obtain all required permits and pay fees for the Consortium.

Bids shall state completion time and/or
date: _____

State warranty or
guarantees: _____

Make or model, where
applicable: _____

State
terms: _____

Bids to include any shipping charges F.O.B. destination

Proposal: **K12 Administrative System(s)**

$ _____ $ _____
(Total Price Written)   (Total Figure)

Firm Name: _____   Date: _____

Address: _____

_____

Telephone: _____

Signature: _____
(Person executing bid and official capacity)

_____

(Names of principal officers: (If partnership or assumed name,
designate official capacity)   indicate name of owners)

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OPTION C – INGHAM ISD with WEBBERVILLE SCHOOLS ONLY

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4.6   BID SUMMARY

The following is a form to be completed by the vendor to propose their pricing for the Information System described in this RFP.

Name of Company   _____

Proposed Software Brand Name   _____

Name of Proposal Preparer   _____

Phone (Number)   _____

Proposed Operating System and Release Number   _____

Proposed Hardware Processor Make and Model Number   _____

Proposed Database and Release Number   _____

Disk and Memory Capacity Quoted   _____

Fax Number   _____

E-mail Address   _____

a) <u>**Hardware/Capacity Expansion**</u>
Please include below the description(s), capacities, and costs of the server and miscellaneous hardware or processor expansions required to accommodate the Vendor(s) applications and on-line history.

Hardware	Description/ Capacity	Unit Purchase Price	X Number Of Units	= Total Initial Purchase Price	Annual Maintenance / Support License
Server/ Processor		$		$	$
Back-up Tape Drive					
Uninterruptible Power Supply					
Communication Controller(s)					
Other:					
Subtotal		$		$	$

d)   Application Software

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

Application Software	Purchase or Lease Price	+ Required Modifications	= Total Initial Purchase Price	Annual Maintenance / Support License
Report Writer	$	$	$	$
General Ledger				
Budget Preparation / Budgeting				
Accounts Payable				
Payroll				
Cash Receipts				
Personnel / Human Resources				
Purchasing / Requisitioning				
Fixed Assets				
Inventory Management				
Accounts Receivable & Invoicing				
Other				
Subtotal	$	$	$	$
Source Code	$		$	$

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c) Other Software

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

	Required Quantity	X Unit Purchase or License Price	= Extended Initial Purchase Price	Annual Maintenance / Support License
Operating System	$	$	$	$
Utilities				
Relational Database				
Emulation Software				
Other[1]:				
Subtotal – Software	$	$	$	$

d) Software Services

	Proposed Total Hours	X Hourly Rate	= Extended Cost
Training			
Application Software		$	$
Other Software			
Database Conversion (minimum of 5 years of historical data):			
Chart of Accounts			
Employee Master Files			
Vendor Master Files			
Inventory & Commodity Files			
Fixed Assets Master Files			
Installation/Delivery			
Implementation Assistance			
Travel & Lodging			
Other:_____			
Subtotal – Services		$	$
GRAND TOTAL – **Hardware, Software & Services**		$	$

(1)   List and price separately all other software required to support the system.

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e) Add / Alternates

Vendors are to provide costs for the following items and should include descriptions of these items in their proposal and executive summary.

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

Add/Alternate 1: Document Imaging System

	Initial Purchase Price	Annual Maintenance / Support License
Hardware	$	$
Software		
Utilities		
Training		
Installation/Delivery		
Implementation Assistance		
Travel/Lodging		
Other:		
Total:		

Add/Alternate 2: Workflow

	Initial Purchase Price	Annual Maintenance / Support License
Hardware	$	$
Software		
Utilities		
Training		
Installation/Delivery		
Implementation Assistance		
Travel/Lodging		
Other:		
Total:		

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4.7   ANALYSIS OF DISK REQUIREMENTS SUMMARY

Application Software

**Total Disk
Requirement**

Other Software   **MB**

MB

TOTAL DISK FILE REQUIREMENTS   MB

4.8   ESTIMATE OF PROJECT HOURS

WEEK

Task/Activity	Vendor/User Hours	Resp	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
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February 2007

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4.9   BID SIGNATURE FORM

The undersigned declares that he/she has carefully examined all the items of the Specifications and Instructions and that he/she fully understands the requirements of the same.

Bids shall include installation as specified, and the successful bidder shall obtain all required permits and pay fees for the Consortium.

Bids shall state completion time and/or
date: _____

State warranty or
guarantees: _____

Make or model, where
applicable: _____

State
terms: _____

Bids to include any shipping charges F.O.B. destination

Proposal: **K12 Administrative System(s)**

$ _____ $ _____
(Total Price Written)   (Total Figure)

Firm Name: _____   Date: _____

Address: _____

_____

Telephone: _____

Signature: _____
(Person executing bid and official capacity)

_____

(Names of principal officers: (If partnership or assumed name,
designate official capacity)   indicate name of owners)

OPTION D – INGHAM ISD ONLY
(not with WEBBERVILLE)

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4.6   BID SUMMARY

The following is a form to be completed by the vendor to propose their pricing for the Information System described in this RFP.

Name of Company _____

Proposed Software Brand Name _____

Name of Proposal Preparer _____

Phone (Number) _____

Proposed Operating System and Release Number _____

Proposed Hardware Processor Make and Model Number _____

Proposed Database and Release Number _____

Disk and Memory Capacity Quoted _____

Fax Number _____

E-mail Address _____

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a)   <u>**Hardware/Capacity Expansion**</u>
        Please include below the description(s), capacities, and costs of the server and miscellaneous hardware or processor expansions required to accommodate the Vendor(s) applications and on-line history.

Hardware	Description/ Capacity	Unit Purchase Price	X Number Of Units	= Total Initial Purchase Price	Annual Maintenance / Support License
Server/ Processor		$		$	$
Back-up Tape Drive					
Uninterruptible Power Supply					
Communication Controller(s)					
Other:					
Subtotal		$		$	$

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e) **Application Software**

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

Application Software	Purchase or Lease Price	+ Required Modifications	= Total Initial Purchase Price	Annual Maintenance / Support License
Report Writer	$	$	$	$
General Ledger				
Budget Preparation / Budgeting				
Accounts Payable				
Payroll				
Cash Receipts				
Personnel / Human Resources				
Purchasing / Requisitioning				
Fixed Assets				
Inventory Management				
Accounts Receivable & Invoicing				
Other				
Subtotal	$	$	$	$
Source Code	$		$	$

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c) Other Software

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

	Required Quantity	X Unit Purchase or License Price	= Extended Initial Purchase Price	Annual Maintenance / Support License
Operating System	$	$	$	$
Utilities				
Relational Database				
Emulation Software				
Other[1]:				
Subtotal – Software	$	$	$	$

d) Software Services

	Proposed Total Hours	X Hourly Rate	= Extended Cost
Training			
Application Software		$	$
Other Software			
Database Conversion (minimum of 5 years of historical data):			
Chart of Accounts			
Employee Master Files			
Vendor Master Files			
Inventory & Commodity Files			
Fixed Assets Master Files			
Installation/Delivery			
Implementation Assistance			
Travel & Lodging			
Other:_____			
Subtotal – Services		$	$
GRAND TOTAL – Hardware, Software & Services		$	$

(1)   List and price separately all other software required to support the system.

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e) Add / Alternates

Vendors are to provide costs for the following items and should include descriptions of these items in their proposal and executive summary.

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

Add/Alternate 1: Document Imaging System

	Initial Purchase Price	Annual Maintenance / Support License
Hardware	$	$
Software		
Utilities		
Training		
Installation/Delivery		
Implementation Assistance		
Travel/Lodging		
Other:		
Total:		

Add/Alternate 2: Workflow

	Initial Purchase Price	Annual Maintenance / Support License
Hardware	$	$
Software		
Utilities		
Training		
Installation/Delivery		
Implementation Assistance		
Travel/Lodging		
Other:		
Total:		

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moran

4.7   ANALYSIS OF DISK REQUIREMENTS SUMMARY

Application Software   **Total Disk Requirement**

Other Software   **MB**

MB

TOTAL DISK FILE REQUIREMENTS   MB

4.8   ESTIMATE OF PROJECT HOURS

WEEK

Task/Activity	Vendor/User Hours	Resp	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
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February 2007

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4.9 BID SIGNATURE FORM

The undersigned declares that he/she has carefully examined all the items of the Specifications and Instructions and that he/she fully understands the requirements of the same.

Bids shall include installation as specified, and the successful bidder shall obtain all required permits and pay fees for the Consortium.

Bids shall state completion time and/or
date: _____

State warranty or
guarantees: _____

Make or model, where
applicable: _____

State
terms: _____

Bids to include any shipping charges F.O.B. destination

Proposal: **K12 Administrative System(s)**

$ _____ $ _____
(Total Price Written)   (Total Figure)

Firm Name: _____   Date: _____

Address: _____

_____

Telephone: _____

Signature: _____
(Person executing bid and official capacity)

_____

(Names of principal officers: (If partnership or assumed name,
designate official capacity)   indicate name of owners)

OPTION E – EAST LANSING PUBLIC SCHOOL DISTRICT ONLY

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4.6   BID SUMMARY

The following is a form to be completed by the vendor to propose their pricing for the Information System described in this RFP.

Name of Company   _____

Proposed Software Brand Name   _____

Name of Proposal Preparer   _____

Phone (Number)   _____

Proposed Operating System and Release Number   _____

Proposed Hardware Processor Make and Model Number   _____

Proposed Database and Release Number   _____

Disk and Memory Capacity Quoted   _____

Fax Number   _____

E-mail Address   _____

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a)   <u>**Hardware/Capacity Expansion**</u>

Please include below the description(s), capacities, and costs of the server and miscellaneous hardware or processor expansions required to accommodate the Vendor(s) applications and on-line history.

Hardware	Description/ Capacity	Unit Purchase Price	X Number Of Units	= Total Initial Purchase Price	Annual Maintenance / Support License
Server/ Processor		$		$	$
Back-up Tape Drive					
Uninterruptible Power Supply					
Communication Controller(s)					
Other:					
Subtotal		$		$	$

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f)   __Application Software__

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

Application Software	Purchase or Lease Price	+ Required Modifications	= Total Initial Purchase Price	Annual Maintenance / Support License
Report Writer	$	$	$	$
General Ledger				
Budget Preparation / Budgeting				
Accounts Payable				
Payroll				
Cash Receipts				
Personnel / Human Resources				
Purchasing / Requisitioning				
Fixed Assets				
Inventory Management				
Accounts Receivable & Invoicing				
Other				
Subtotal	$	$	$	$
Source Code	$		$	$

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c) Other Software

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

	Required Quantity	X Unit Purchase or License Price	= Extended Initial Purchase Price	Annual Maintenance / Support License
Operating System	$	$	$	$
Utilities				
Relational Database				
Emulation Software				
Other[1]:				
Subtotal – Software	$	$	$	$

d) Software Services

	Proposed Total Hours	X Hourly Rate	= Extended Cost
Training			
Application Software		$	$
Other Software			
Database Conversion (minimum of 5 years of historical data):			
Chart of Accounts			
Employee Master Files			
Vendor Master Files			
Inventory & Commodity Files			
Fixed Assets Master Files			
Installation/Delivery			
Implementation Assistance			
Travel & Lodging			
Other:_____			
Subtotal – Services		$	$
GRAND TOTAL – **Hardware, Software & Services**		$	$

(1)   List and price separately all other software required to support the system.

e) Add / Alternates

Vendors are to provide costs for the following items and should include descriptions of these items in their proposal and executive summary.

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

Add/Alternate 1: Document Imaging System

	Initial Purchase Price	Annual Maintenance / Support License
Hardware	$	$
Software		
Utilities		
Training		
Installation/Delivery		
Implementation Assistance		
Travel/Lodging		
Other:		
Total:		

Add/Alternate 2: Workflow

	Initial Purchase Price	Annual Maintenance / Support License
Hardware	$	$
Software		
Utilities		
Training		
Installation/Delivery		
Implementation Assistance		
Travel/Lodging		
Other:		
Total:		

plante
moran

4.7   ANALYSIS OF DISK REQUIREMENTS SUMMARY

Application Software   **Total Disk
Requirement**

Other Software   **MB**

                                                                          MB

TOTAL DISK FILE REQUIREMENTS   MB

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4.8   ESTIMATE OF PROJECT HOURS

WEEK

Task/Activity	Vendor/User Hours	Resp	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
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4.9   BID SIGNATURE FORM

The undersigned declares that he/she has carefully examined all the items of the Specifications and Instructions and that he/she fully understands the requirements of the same.

Bids shall include installation as specified, and the successful bidder shall obtain all required permits and pay fees for the Consortium.

Bids shall state completion time and/or date: _____

State warranty or guarantees: _____

Make or model, where applicable: _____

State terms: _____

Bids to include any shipping charges F.O.B. destination

Proposal: **K12 Administrative System(s)**

$ _____ $ _____

(Total Price Written)   (Total Figure)

Firm Name: _____   Date: _____

Address: _____

_____

Telephone: _____

Signature: _____

(Person executing bid and official capacity)

(Names of principal officers: (If partnership or assumed name,
designate official capacity)   indicate name of owners)

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moran

OPTION F – HASLETT PUBLIC SCHOOLS ONLY

plante
moran

4.6   BID SUMMARY

The following is a form to be completed by the vendor to propose their pricing for the Information System described in this RFP.

Name of Company   _____

Proposed Software Brand Name   _____

Name of Proposal Preparer   _____

Phone (Number)   _____

Proposed Operating System and Release Number   _____

Proposed Hardware Processor Make and Model Number   _____

Proposed Database and Release Number   _____

Disk and Memory Capacity Quoted   _____

Fax Number   _____

E-mail Address   _____

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a)   <u>**Hardware/Capacity Expansion**</u>
Please include below the description(s), capacities, and costs of the server and
miscellaneous hardware or processor expansions required to accommodate the
Vendor(s) applications and on-line history.

Hardware	Description/ Capacity	Unit Purchase Price	X Number Of Units	= Total Initial Purchase Price	Annual Maintenance / Support License
Server/ Processor		$		$	$
Back-up Tape Drive					
Uninterruptible Power Supply					
Communication Controller(s)					
Other:					
Subtotal		$		$	$

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moran

g)   Application Software

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

Application Software	Purchase or Lease Price	+ Required Modifications	= Total Initial Purchase Price	Annual Maintenance / Support License
Report Writer	$	$	$	$
General Ledger				
Budget Preparation / Budgeting				
Accounts Payable				
Payroll				
Cash Receipts				
Personnel / Human Resources				
Purchasing / Requisitioning				
Fixed Assets				
Inventory Management				
Accounts Receivable & Invoicing				
Other				
Subtotal	$	$	$	$
Source Code	$		$	$

c) Other Software

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

	Required Quantity	X Unit Purchase or License Price	= Extended Initial Purchase Price	Annual Maintenance / Support License
Operating System	$	$	$	$
Utilities				
Relational Database				
Emulation Software				
Other[1]:				
Subtotal – Software	$	$	$	$

d) Software Services

	Proposed Total Hours	X Hourly Rate	= Extended Cost
Training			
Application Software		$	$
Other Software			
Database Conversion (minimum of 5 years of historical data):			
Chart of Accounts			
Employee Master Files			
Vendor Master Files			
Inventory & Commodity Files			
Fixed Assets Master Files			
Installation/Delivery			
Implementation Assistance			
Travel & Lodging			
Other:_____			
Subtotal – Services		$	$
GRAND TOTAL – **Hardware, Software & Services**		$	$

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(1)   List and price separately all other software required to support the system.

e) Add / Alternates

Vendors are to provide costs for the following items and should include descriptions of these items in their proposal and executive summary.

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

Add/Alternate 1: Document Imaging System

	Initial Purchase Price	Annual Maintenance / Support License
Hardware	$	$
Software		
Utilities		
Training		
Installation/Delivery		
Implementation Assistance		
Travel/Lodging		
Other:		
Total:		

Add/Alternate 2: Workflow

	Initial Purchase Price	Annual Maintenance / Support License
Hardware	$	$
Software		
Utilities		
Training		
Installation/Delivery		
Implementation Assistance		
Travel/Lodging		
Other:		
Total:		

plante
moran

4.7 ANALYSIS OF DISK REQUIREMENTS SUMMARY

Application Software   **Total Disk Requirement**

Other Software   **MB**

MB

TOTAL DISK FILE REQUIREMENTS   MB

4.8   ESTIMATE OF PROJECT HOURS

WEEK

Task/Activity	Vendor/User Hours	Resp	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
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4.9   BID SIGNATURE FORM

The undersigned declares that he/she has carefully examined all the items of the Specifications and Instructions and that he/she fully understands the requirements of the same.

Bids shall include installation as specified, and the successful bidder shall obtain all required permits and pay fees for the Consortium.

Bids shall state completion time and/or
date: _____

State warranty or
guarantees: _____

Make or model, where
applicable: _____

State
terms: _____

Bids to include any shipping charges F.O.B. destination

Proposal: **K12 Administrative System(s)**

$ _____ $ _____
(Total Price Written)   (Total Figure)

Firm Name: _____   Date: _____

Address: _____

_____

Telephone: _____

Signature: _____
(Person executing bid and official capacity)

_____

(Names of principal officers: (If partnership or assumed name,
designate official capacity)   indicate name of owners)

OPTION G – OKEMOS PUBLIC SCHOOLS ONLY

4.6   BID SUMMARY

The following is a form to be completed by the vendor to propose their pricing for the Information System described in this RFP.

Name of Company _____

Proposed Software Brand Name _____

Name of Proposal Preparer _____

Phone (Number) _____

Proposed Operating System and Release Number _____

Proposed Hardware Processor Make and Model Number _____

Proposed Database and Release Number _____

Disk and Memory Capacity Quoted _____

Fax Number _____

E-mail Address _____

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a) <u>**Hardware/Capacity Expansion**</u>
Please include below the description(s), capacities, and costs of the server and miscellaneous hardware or processor expansions required to accommodate the Vendor(s) applications and on-line history.

Hardware	Description/ Capacity	Unit Purchase Price	X Number Of Units	= Total Initial Purchase Price	Annual Maintenance / Support License
Server/ Processor		$		$	$
Back-up Tape Drive					
Uninterruptible Power Supply					
Communication Controller(s)					
Other:					
Subtotal		$		$	$

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h)   Application Software

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

Application Software	Purchase or Lease Price	+ Required Modifications	= Total Initial Purchase Price	Annual Maintenance / Support License
Report Writer	$	$	$	$
General Ledger				
Budget Preparation / Budgeting				
Accounts Payable				
Payroll				
Cash Receipts				
Personnel / Human Resources				
Purchasing / Requisitioning				
Fixed Assets				
Inventory Management				
Accounts Receivable & Invoicing				
Other				
Subtotal	$	$	$	$
Source Code	$		$	$

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c) Other Software

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

	Required Quantity	X Unit Purchase or License Price	= Extended Initial Purchase Price	Annual Maintenance / Support License
Operating System	$	$	$	$
Utilities				
Relational Database				
Emulation Software				
Other[1]:				
Subtotal – Software	$	$	$	$

d) Software Services

	Proposed Total Hours	X Hourly Rate	= Extended Cost
Training			
Application Software		$	$
Other Software			
Database Conversion (minimum of 5 years of historical data):			
Chart of Accounts			
Employee Master Files			
Vendor Master Files			
Inventory & Commodity Files			
Fixed Assets Master Files			
Installation/Delivery			
Implementation Assistance			
Travel & Lodging			
Other:_____			
Subtotal – Services		$	$
GRAND TOTAL – Hardware, Software & Services		$	$

(1)   List and price separately all other software required to support the system.

e) Add / Alternates

Vendors are to provide costs for the following items and should include descriptions of these items in their proposal and executive summary.

Note: If your solution is a hosted solution, please utilize the Annual Maintenance / Support License Column for your annual fees.

Add/Alternate 1: Document Imaging System

	Initial Purchase Price	Annual Maintenance / Support License
Hardware	$	$
Software		
Utilities		
Training		
Installation/Delivery		
Implementation Assistance		
Travel/Lodging		
Other:		
Total:		

Add/Alternate 2: Workflow

	Initial Purchase Price	Annual Maintenance / Support License
Hardware	$	$
Software		
Utilities		
Training		
Installation/Delivery		
Implementation Assistance		
Travel/Lodging		
Other:		
Total:		

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4.7   ANALYSIS OF DISK REQUIREMENTS SUMMARY

Application Software   **Total Disk
                                                                  Requirement**

Other Software   **MB**

                                                                             MB

TOTAL DISK FILE REQUIREMENTS   MB

4.8   ESTIMATE OF PROJECT HOURS

WEEK

Task/Activity	Vendor/User Hours	Resp	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
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February 2007

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4.9   BID SIGNATURE FORM

The undersigned declares that he/she has carefully examined all the items of the Specifications and Instructions and that he/she fully understands the requirements of the same.

Bids shall include installation as specified, and the successful bidder shall obtain all required permits and pay fees for the Consortium.

Bids shall state completion time and/or
date: _____

State warranty or
guarantees: _____

Make or model, where
applicable: _____

State
terms: _____

Bids to include any shipping charges F.O.B. destination

Proposal: **K12 Administrative System(s)**

$ _____ $ _____
(Total Price Written)   (Total Figure)

Firm Name: _____   Date: _____

Address: _____

_____

Telephone: _____

Signature: _____
(Person executing bid and official capacity)

(Names of principal officers: (If partnership or assumed name,
designate official capacity)   indicate name of owners)

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